

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	USNH/VA/07-04(C)
		募集締切日： Closing Date	5 Feb 04
		発行日： Date of Issue	22 Jan 04
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>3</u>) Purchasing and Contract Assistant #414 (購買・契約補助職) 受諾可能な下位等級 Acceptable lower grade level: 1-4 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment <div style="font-size: 2em; text-align: center;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity U.S. Naval Hospital, Yokosuka (USNH) Directorate for Administration Materials Management Department Purchasing Division 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 0730-1615 / 1130-1215 May have to work 2300-0745 or 0500-1345 once a month <input type="checkbox"/> 夜勤 Night Shift <input type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Please see attached.			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of clerical or administrative work experience equivalent at 1-4 level in the related work OR completion of 4-years college/university in a related field. b. Knowledge of Naval procurement, supply and purchase work procedures and government purchase card. c. Skill in operating personal computer such as Microsoft Word, Excel and Access. d. Ability to speak, read and write English at fluent proficiency level (LAD-3). e. Ability to speak, read and write Japanese at native language level. *An applicant who does not fully meet the qualification requirements stated above may be hired at grade 1-4 level as below: a. One year of clerical, technical, or administrative work experience in any field .OR completion of 4-years college/university in a related field. *A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil *の記入は Complete * in <input checked="" type="checkbox"/> 英語で English <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is unacceptable.)		
問い合わせ先 for Job Inquiries ・ 担当部署／担当者名 Office/POC 人事課 坂井 ☎046-816-8652 (direct line/直通) (Extension/内線) 243-8652	提出先 Office to Submit 〒238-0001 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎直通 046-816-8152 (内線/Extension) 243-8152	事務処理欄 For Official Use PD No.: USNH-163-002 PD is accurate and current. Certified by Activity: ys HRO: at 1/22so 1/22

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

NOTE:

- (a) Major tasks are those on which qualifications required to perform the job are based, training needs are determined, the position is classified (i.e., title, series and grade), and on which an incumbent's performance is evaluated.
- (b) List as concisely as possible. Answer the questions, "What does the employee in this position do." Tasks are best described by using active verbs.

TASK LIST

CNFJ 12200/2(10-83)

POSITION/JOB OR BILLET TITLE Purchasing and Contract Assistant #414		GRADE OR RANK 1-5
DEPARTMENT/ACTIVITY Materials Management Department, Director for Administration, U. S. Naval Hospital Yokosuka, Japan		
DIVISION/SHOP		BRANCH OR CODE

INSTRUCTIONS: Based on the work done over the last several months, list the major tasks performed, numbering them serially in the left-handed column, and in the right hand column estimating the number of hours each would take if all were performed in a single week. The tasks must be those actually performed, regardless of whether or not they are the same as those shown in the USF PC/QM job definition(s) or the official written, narrative descriptions of this position/job.

TASK NO.	TASK (Concise, but descriptive information)	HRS PER WEEK	WORK COUNT*	POSTED TO FUNCTION NO.*
1.	This position is predicated on the incumbent successfully completing a Naval Supply Systems Command sponsored Defense Small Purchase, Basic course. Items or services purchased are for Hospital and Branch Clinic use. Contracts awarded are for equipment, parts or repair items used in supporting hospital operations and such services as laboratory support, office/medical machinery rentals, laundry services and medical equipment repair. The method of purchasing is by means of open market procurement, Shared Procurement Program or by using established GSA/VA contracts. Purchase methods also include administration of firm fixed price or indefinite delivery type contracts as well as the negotiation of contractual changes occurring during the life of such contracts. Performs work involved in the pre-award, award, and post-award activities of medical procurement, specializing in the acquisition of supplies, equipment, and services from local and CONUS suppliers. Meets with Naval Hospital staff to ensure adequacy and completeness in purchase requests, e.g., complete purchase descriptions and performance specifications, reasonable procurement lead time allowances relative to delivery date requirements, etc. Prepares, analyzes, and evaluates informational abstract on vendors contacted (for use in further negotiation and award of contracts), recording such information as name of company, prices quoted, and delivery implications. Prepares a purchase document to initiate the procurement. Monitors progress of vendors and provides advice to contractors regarding contractual requirements and limitations, with responsibility for administration of firm fixed-priced contracts with special provisions such as shipping instructions, special packing and packaging requirements, prescribed government specifications for items or services being purchased, delivery terms discount provisions, inspection and acceptance procedures, etc. Amends purchase orders to changing circumstances relative to transportation, price changes, changes in part numbers, etc. Drafts amendments to bids, change orders, supplemental agreements, cancellations and other documents, as required.	55	%	

PREPARED BY	SUPERVISOR (Name)	DATE
SIGNATURE (Immediate Supervisor or above)		DATE

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TASK NO.	TASK (Concise, but descriptive information)	HRS PER WEEK	WORK COUNT*	POSTED TO FUNCTION NO.*
2.	For local purchase negotiates with Japanese vendors for best terms/conditions, and then makes Request for Contractual Procurement NAVCOMPT form 2276 or award of purchase orders to vendors providing the most reasonable price, service, specified quality, etc., within available funds. Prepares a Request Contractual Procurement, NAVCOMPT Form 2276 for annual established contracts or for the renewal contracts of monthly or quarterly drop shipments for laboratory reagents, microfiche, service medical gas, copy machines and others; also yearly maintenance service of medical analyzers, instruments, dictation systems for the hospital, dental and branch clinics. Due to the nature of the position, the incumbent must demonstrate fluency in Japanese and English. Language abilities include but are not limited to: speaking with local and CONUS vendors; drafting for signature official correspondence to local and CONUS vendors; and interpreting government regulations contained in the Federal Acquisition Regulations (FAR), Defense FAR Supplement, Commander, Naval Supply Systems 4200 series instructions, Commander, Medical Logistics Command requirements, and others.	25	%	
3.	Maintains a log and inputs on electronic computer for fund control by posting obligation, commitment, expenditures, etc., by item ordered, and prepares a weekly report indicating obligation status. Analyzes planned or scheduled material requirements, develops budget estimates for requirements. Maintains close work relations with accounting and budget personnel for accounting/fund control. Maintains effective personal contracts and relationships with doctors, operating personnel, FISC component codes, contractors, etc.	15	%	
4.	Performs other related or incidental duties as assigned.	5	%	

PREPARED BY	SUPERVISOR (Name)	DATE
SIGNATURE (Immediate Supervisor or above)		DATE